

*Space, Missile, Command and Control*

**AIR TRAFFIC SYSTEM EVALUATION PROGRAM**

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This supplement outlines Air National Guard (ANG) implementation of the requirements of AFI 13-218, *Air Traffic System Evaluation Program* (ATSEP), 1 Nov 98. Send recommended changes to this supplement to ANG/DOBT, 3500 Fetchet Ave, Andrews AFB, MD 20762-5157.

**Chapter 1**

**DESCRIPTION OF THE AIR FORCE AIR TRAFFIC SYSTEM EVALUATION PROGRAM**

**1.1.** Only those locations where the ANG has oversight responsibility for air traffic control (ATC), airfield management, and/or air traffic control and landing systems (ATCALS) maintenance and weather units at Volk Combat Readiness Training Center (CRTC), Springfield-Beckley Municipal Airport, and McEntire ANG are subject to the ATSEP.

1.1.2. ANG/DOBT is responsible for scheduling, implementing, and reporting ATSEP visits at locations with ATC only or ATC and any combination of ATCALS maintenance, weather, and/or airfield management. ANG/DOOS is responsible for scheduling, implementing, and reporting ATSEP visits at airfield management only locations.

**1.3.** Weather units at Volk CRTC, Springfield-Beckley Municipal Airport, and McEntire ANG are subject to evaluation for compliance with established standards.

1.4.2. ANG/DOB will notify the State Adjutant General at least 60 days prior to the evaluation.

**1.5. (Added) (ANG) Team Composition.** The following qualifications for identified team members shall be met:

1.5.1. Team Chief:

1.5.1.1. Air Force Specialty Code (AFSC) 13MX or GS-2152.

1.5.1.2. 12 years ATC experience.

1.5.1.3. Rank of Captain or civilian equivalent grade or higher.

1.5.2. ATC Procedures Specialist:

1.5.2.1. AFSC 1C171/1C191/1C100 or GS-2152.

1.5.2.2. 10 Years ATC experience.

1.5.2.3. Rank of GS-10/E-7 or higher.

1.5.2.4. SEI 054/055/362/365 or equivalent experience.

1.5.3. ATC Training Specialist:

1.5.3.1. AFSC 1C171/1C191/1C100 or GS-2152.

1.5.3.2. Field participants must have served as Chief, ATC Training (CATCT), Assistant Chief, ATC Training (ACATCT), or Chief, Training and Standardization (TSN) within the past three years.

1.5.3.3. Rank of GS-10/E-7 or higher.

1.5.3.4. SEI 054/055/362/365 or equivalent experience.

1.5.4. Maintenance Specialist:

1.5.4.1. AFSC 2E071/GS-9 or higher and 10 years experience. (ATC Radar Maintenance)

1.5.4.2. AFSC 2E172/GS-9 or higher and 10 years experience. (MetNav Maintenance)

1.5.4.3. AFSC 2E173/GS-9 or higher and 10 years experience. (Ground Radio Maintenance)

1.5.4.4. Must have at least 8 years experience as a unit level maintenance technician who has performed supervisor's responsibilities.

1.5.5. Terminal Instrument Procedures Specialist (TERPS):

1.5.5.1. AFSC 1C171/1C191/1C100, GS-1361, or GS-2152.

1.5.5.2. Rank of GS-10/E-7 or higher.

1.5.5.3. SEI 361 or equivalent experience

1.5.5.4. Must have completed the formal TERPS training course E3OZR13B4A-001 or E3OZR1611-001.

1.5.5.5. Must have at least five years TERPS experience actively accomplishing the duties of a unit TERPS and written certification by a MAJCOM or higher headquarters TERPS, as qualified to perform TERPS evaluator duty.

1.5.6. Airfield Management Specialist:

1.5.6.1. AFSC 1C071/1C091/1C000 or civilian equivalent.

1.5.6.2. 10 years experience.

1.5.7. Weather Specialist:

1.5.7.1. AFSC 1W071A or civilian equivalent.

1.5.7.2. 3 years forecaster experience.

1.5.8. All team members shall complete the ANG ATSEP Team Member Training Program prior to participating in an ATSEP.

**1.6. (Added) (ANG) Waivers.** ATC and ATCALs Maintenance units shall forward requests for waivers to this supplement to ANG/DOBT for review/approval. Airfield Management and weather units shall forward requests for waivers to this supplement to ANG/DOOS for review/approval. The letter of request shall be signed by the unit commander and include the rationale for the waiver. Waiver requests for non-military airfield management organizations will include concurrence of the appropriate operators involved.

## Chapter 2

### CONDUCTING THE AIR TRAFFIC SYSTEM EVALUATION PROGRAM

2.1.2. Facility Operations Guide (FOG) checklists shall also be completed.

**2.2.** The Air Traffic Control Squadron Commander (ATCS/CC), Chief, Air Traffic Control Operations (CATCO), or Chief, Airfield Management (CAM), as appropriate, shall coordinate and schedule the in-brief. The ATCS/CC, or equivalent, shall provide the ATSEP team an in-brief not to exceed 15 minutes in duration. This in-brief shall include any known unit deficiencies/limitations and a list of key personnel and their duty titles (i.e. Safety Officer, Civil Engineering POC, etc).

**2.3.** The ATSEP team chief or designated representative will brief the ATCS/CC, CATCO, or CAM, as appropriate, daily on the progress of the evaluation.

**2.4.** The OG/CC, or equivalent, determines the manner in which the outbrief will be conducted. Results of all testing and crew evaluations will be included in the outbrief.

**2.5.** The ATSEP includes 100% controller, airfield management, and ATCALs maintenance testing. Testing will be conducted on basic ATC/airfield management/ATCALs maintenance practices and procedures.

## Chapter 3

### SYSTEM EVALUATION

**3.1.** Weather units at Volk CRTC, Springfield-Beckley Municipal Airport, and McEntire ANGB will be evaluated.

**3.3.** Each special interest item (SII) identified as unsatisfactory shall be written up as an observation.

**3.4.** ATSEP observation discussion during an airfield operations board (AOB) shall be documented according to AFI 13-203, ANG Sup 1, Attachment 19. Units do not have to wait for an AOB to forward requests for observation closure. They may submit a resolution letter identifying each observation recommended for closure and the

documented actions taken to resolve/correct it. For locations with ATC only or ATC and any combination of ATCALS maintenance, weather, and/or airfield management, forward the letter to ANG/DOBT. For airfield management only locations, forward the letter to ANG/DOOS. ANG/DO is the closure authority for all observations.

## **Chapter 4**

### **COMPLIANCE EVALUATION**

**4.1.** ATSEP team members use AFI 13-218 checklists (attachments 3-9) and FOG checklists to conduct their evaluation. Units shall complete all applicable portions of these checklists within 60 days of receipt, prior to an ATSEP visit, and at least annually. These checklists are provided to assist in accomplishing self-assessments and preparing for an ATSEP. Management shall have completed copies of AFI 13-218 and FOG checklists available for the ATSEP team, upon their arrival.

**4.2.** For locations with ATC only or ATC and any combination of ATCALS maintenance, weather, and/or airfield management, the ATCS/CC or CATCO, as appropriate, shall provide status updates on all open problems to ANG/DOBT (closure authority) every 90 days from the date of the original report. For airfield management only locations, the CAM shall provide status updates on all open problems to ANG/DOOS (closure authority) every 90 days from the date of the original report.

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**Attachment**  
**Abbreviations & Acronyms**

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Abbreviations and Acronyms***

ACATCT	Assistant Chief, Air Traffic Control Training
AFSC	Air Force Specialty Code
ANG	Air National Guard
AOB	Airfield Operations Board
ATC	Air traffic control
ATCALs	Air Traffic Control and Landing Systems
ATCS	Air traffic control squadron
ATCS/CC	Air traffic control squadron commander
ATSEP	Air Traffic System Evaluation Program
CAM	Chief, Airfield Management
CATCO	Chief, Air Traffic Control Operations
CATCT	Chief, Air Traffic Control Training
CRTC	Combat Readiness Training Center
FOG	Facility Operations Guide
OG/CC	Operations Group Commander
SEI	Special Expense Identifier
SII	Special Interest Item
TERPS	Terminal Instrument Procedures Specialist
TSN	Chief, Training and Standardization